

**CONFIDENTIAL**

4 November 1960

MEMORANDUM FOR: Chief, Liaison Division

SUBJECT: Correspondence Addressed to R Area of State Department

1. All OD's and other memoranda addressed to the Department of State in connection with collection problems will henceforth be addressed to:

"SPECIAL ASSISTANT, INTELLIGENCE, DEPARTMENT OF STATE  
Attn: Director, Office of Libraries and Intelligence  
Acquisition"

2. Routine OD's will continue to be signed, as heretofore, by the Chief, Liaison Division, "FOR THE ASSISTANT DIRECTOR, COLLECTION AND DISSEMINATION."

3. Routine OD's will continue to be delivered to Mr. Ingersoll or his alternate, even though addressed as prescribed in paragraph 1 above.

4. OD's and memoranda which pose unusual problems, including all which may be signed by AD/CD himself, will be delivered to Mr. A. Sidney Buford, III, or his secretary.

5. Mr. Buford is Director of the Office of Libraries and Intelligence Acquisition, and he has orally concurred in this procedure.

JAMES M. ANDREWS  
Assistant Director,  
Collection & Dissemination

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